How to delete previously approved leave via CorePortal.

Scenario: Let’s say you previously approved leave to be taken but the person didn’t take it. You now wish to delete the approved leave and restore the balance by 1 day.

1. Go to your Manager Dashboard and select the My Team tab.

2. Click the Ellipsis (…) button and select the Record Absence Details option.

3. Scroll down to the employee you wish to select in the left-hand panel. Scroll back to the week in which they had planned to take the annual leave.
4. Select the **Absences** checkbox in the **Filter** options.

5. Double-click the first day of the absence and a popup window appears.

6. Click the **Delete Absence** button. A short-lived message stating that the leave was successfully deleted appears.

7. The leave balance should automatically restore by +1 day.